



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

01 OCTOBER 2020

DIVISION MEMORANDUM
No. 250 s. 2020

**OPENING OF CLASSES FOR SY 2020-2021 IN ALL PUBLIC
ELEMENTARY AND SECONDARY SCHOOLS**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. In Reference to with DepEd Order No. 007, s. 2020, School Calendar for SY 2020 2021 and memorandum issued by Malacanang, this office announces the opening of classes in public elementary and secondary schools on October 5, 2020.
2. To ensure that all public elementary and secondary schools strictly follow the provisions stated in the implementing Guidelines of DepEd Order No. 007, s. 2020 and DepEd Order No. 12, s. 2020 and to provide instructional support and supervision to schools that are in need of assistance the Division Field Technical Assistance Teammates (DFTATs) will conduct a monitoring and technical assistance to all schools on October 5 – 9, 2020.
3. Refer to the enclosure for the schedule of DFTATs assigned to each cluster of schools and the monitoring tools.
4. Expenses relative to this activity shall be charged against local funds subject to usual accounting and auditing rules and regulations.
5. For the guidance and information of all concerned.

ANIANO M. OGAYON, CESO V
Schools Division Superintendent



Brgy. Poto, Tayabas City



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Encl.:

As stated

Reference:

DepEd Order No.07, s.2020

DepEd Order No.12, s.2020

To be indicated in the Perpetual Index under the following subjects:

Technical Assistance

Monitoring and Evaluation

DFTATs SCHEDULE

DATE	SCHOOL	MONITORING OFFICIAL
October 5, 2020	Gibanga Elem Sch Kalumpang Elem Sch	Maria Corazon A. Borbon Louie Fulleo RichelleF. Quintero
	TWCS I Buenaventura Alandy NHS	Georgia P. Talabong Generosa F. Zubieta Marife R. Lagar Alelie Padillo
	West Palale NHS West Palale Elem Sch	Sancho Calatrava Dr. Christian Bables Dr. Joseph Jay Aureada Dr. Connie Sia
	TECS ALS- Pag-asa, Wakas	Mildred Galleno Sherwin Quesea Teofila Ocumin Luzviminda Saludaes
October 6, 2020	Domoit Elem Sch FELES	Maria Corazon A. Borbon Louie Fulleo RichelleF. Quintero
	Rosario Quesada MNHS Wakas Elem Sch	Georgia P. Talabong Generosa F. Zubieta Marife R. Lagar Alelie Padillo
	East Palale Elem Sch South Palale Elem Sch	Sancho Calatrava Dr. Christian Bables Dr. Joseph Jay Aureada Dr. Connie Sia
	Ilasan Elem Sch Katigan Elem Sch ALS - Ilasan	Mildred Galleno Sherwin Quesea Teofila Ocumin Luzviminda Saludaes
October 7, 2020	Potol Elem Sch Eugenio Francia Elem Sch	Maria Corazon A. Borbon Louie Fulleo RichelleF. Quintero
	TWCS II TWCS III	Georgia P. Talabong Generosa F. Zubieta Marife R. Lagar Alelie Padillo
	North Palale Elem Sch	Sancho Calatrava



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	Lawigue Elem Sch	Dr. Christian Bables Dr. Joseph Jay Aureada Dr. Connie Sia
	Masin Elem Sch Valencia Elem Sch ALS - Masin	Mildred Galleno Sherwin Quesea Teofila Ocumin Luzviminda Saludaes
October 8, 2020	Malao-a/Calantas Elem Sch Ipilan-Alitao Elem Sch	Maria Corazon A. Borbon Louie Fulleo RichelleF. Quintero
	Dapdap Integrated Sch Lalo Elem Sch	Georgia P. Talabong Generosa F. Zubieta Marife R. Lagar Alelie Padillo
	Pandakake Elem Sch Mate Elem Sch	Sancho Calatrava Dr. Christian Bables Dr. Joseph Jay Aureada Dr. Connie Sia
	ALS – LUPA, Camaysa	Mildred Galleno Sherwin Quesea Teofila Ocumin Luzviminda Saludaes
October 9, 2020	Luis Palad IHS	Maria Corazon A. Borbon Louie Fulleo RichelleF. Quintero
	TWCS IV	Georgia P. Talabong Generosa F. Zubieta Marife R. Lagar Alelie Padillo
	Alsam Elem Sch Lakawan Elem Sch	Sancho Calatrava Dr. Christian Bables Dr. Joseph Jay Aureada Dr. Connie Sia
	ALS – Kalumpang, Isabang	Mildred Galleno Sherwin Quesea Teofila Ocumin Luzviminda Saludaes
October 10, 2020	Malao-a/Calantas Elem Sch Ipilan Elem School Luis Palad IHS	Maria Corazon A. Borbon
	Gibanga Elem Sch Kalumpang Elem Sch	Louie Fulleo
	Potol Elem School EFES	RichelleF. Quintero
	Domoit Elem School FELES	Fideliza Lucas
	TWCS I Buenaventura Alandy NHS Wakas Elem Sch Dapdap IS TWCS II TWCS III TWCS IV	Georgia P. Talabong Generosa F. Zubieta Marife R. Lagar Alelie Padillo

	RQM NHS Lalo Elem Sch	
	West Palale NHS West Palale Elem Sch East Palale Elem Sch	Dr. Christian Bables
	South Palale ES North Palale ES Lawigue ES	Sancho Calatrava Dr. Connie Sia
	Alsam ES Lakawan ES Pandakake Mate ES	Dr. Joseph Jay Aureada
	TECS Ilasan Elem Sch Valencia Elem Sch Masin Elem Sch Katigan Elem Sch	Mildred Galleno Sherwin Quesea Teofila Ocumin Luzviminda Saldares



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I. Basic Information

Name of School:	School ID:	Name of School Head:
Contact Number:	Email Address	Address:

II. PROGRAM ENROLMENT INFORMATION

Level	Section		Section		Section		Section		Section		Section		Section		Section		Section		Total	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
SPED																				
Kinder																				
Grade 1/7																				
Grade 2/8																				
Grade 3/9																				
Grade 4/10																				
Grade 5/11																				
Grade 6/12																				
OHSP																				
ALS																				



Finding/observations:

III. SCHOOL READINESS

a. Teaching Personnel

Level	Male	Female	Total	Needs	Remarks (indicate the learning areas, specialization, etc.)
SPED					
Kinder					
Grade 1/7					
Grade 2/8					
Grade 3/9					
Grade 4/10					
Grade 5/11					
Grade 6/12					
OHSP					
ALS					
Non-teaching Personnel					
Number of teacher/s without advisory class					

b. Physical Facilities and other Resources

Level	Instructional Rooms	No. of Chairs	Laboratories	Ancillary Facilities	Learning Materials (Modules)	CG/TG/MELC	Remarks (issues and concerns)
SPED							
Kinder							
Grade 1/7							
Grade 2/8							
Grade 3/9							
Grade 4/10							
Grade 5/11							
Grade 6/12							



OHSP							
ALS							
Non-teaching Personnel							

Findings/observations:

IV. COMPLIANCE TO BASIC DEPED ACTIVITIES AND POLICIES

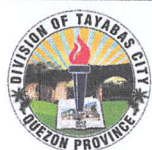
Please check the Means of Verification for the following activities

INDICATORS	Evident	Not Evident	Remarks
A.HEALTH PROTOCOLS			
1. Signages for: a. social distancing b. wearing of face mask c. wearing of face shield d. others			
2. Health Protocols a. checking of temperature b. logbook for visitors c. foot disinfectant d. alcohol/sanitizer e. hand washing facilities with soap and water f. health declaration form			
3. Information Campaign about safety a. tarpaulins b. print media c. brochures d. others			



B. PHYSICAL FACILITIES			
1. Clean Surroundings			
2. Quarantine Facilities for Modules			
3. Rooms for Teachers during their duty			
4. Computer Laboratory with internet			
5. Clean Comfort Rooms with soap and water			
6. Handwashing facility is functional.			
7. School Clinic/Room with medicine, gloves, alcohol and thermal scanner			
8. Contact Numbers during Emergency			
9. Visible Fire Extinguisher			
10. School Learning Hub for Teachers			
C. IMPLEMENTATION OF DIFFERENT DEPED PROGRAMS, PROJECTS AND ACTIVITIES			
1. Early Registration of Learners for SY 2020 – 2021			
2. Oplan Balik Eskwela			
a. Help Desk/Online access account			
b. Posted Tarp Oplan Balik Eskwela			
c. Assigned Personnel			
3. Birgada Eskwela plan and partial accomplishment			
4. Zero Collection Policy (DO No.31,s.2012)			
5. Age requirement for Kindergarten (DO No.20,s.2018)			
6. Workload for Teachers (DM No.291, s.2008, DO No.16s,2009, RM No.550, s.2018), Alternative Work Arrangement			
7. LCP Presentations			
8. LCP Dry Run			
9. LCP Orientation to Parents and Stakeholders			
D. SCHOOL FUNDS			
1. Updated Transparency Board			
2. List of Donations Received			
3. PTA Financial Report			
4. Canteen Report			
5. Other Sources of Funds			
E. CURRICULUM IMPLEMENTATION			
1. Lesson Preparation			
1.1 Lesson Exemplars in all learning areas have been prepared and			

quality assured			
1.2 Weekly Home Learning Plan has been accomplished using SLMs as reference and has considered the learning competencies, key concepts/essential understandings, and the learning tasks/formative assessments needed to track learner's progress			
1.3 Weekly Home Learning Plans has been checked by the school head/department head			
2. Weekly Home Learning Plan and Learning Resources Distribution			
2.1 100% of the parents have received copies of Weekly Home Learning Plan			
2.2 100% of the available SLMs and K to 12 LMs have been packed by grade level and properly labelled for easy distribution			
2.3 100% of the available SLMs have been distributed to parents			
2.4 100% of the K to 12 LMs have been distributed to the parents			
2.5 Worksheets in different grade levels have been reproduced and distributed to learners/parents			
3. Instructional Management Preparation			
3.1 Teacher's Program has been prepared to facilitate the delivery of teaching-learning process.			
3.2 Profile of teachers			
3.3 Instructional Supervisory Plan considers supervisory practices aligned with the objectives and shows how supervision shall be done			
3.4 Profile of Learners			
4. Orientation to Parents and Community			
4.1 Orientation included discussions on: <ul style="list-style-type: none"> • Different learning delivery modalities • Use of Weekly Home Learning Plan • Available DepEd Commons and other DepEd recognized Learning Management Systems such Google Classroom, Zoom, Google Meet, etc. • Standard Screen Time (for Online Distance Learning, Digitized Modular Distance Learning) • Parental guidance and supervision 			
5. Professional Development			



5.1 100% of the teachers attended:

- Cluster/School-Based Webinar on Managing Teaching and Learning in the New Learning Environment, health protocols and the like
- Regular meetings on curriculum concerns
- Division initiated webinars

Findings/observations:

Monitoring Official
Date and Time: _____

Conformed: _____
School Head
Date and Time: : _____





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LCP APPRAISAL TOOL
 Curriculum Implementation Division

Name of School: _____
 School ID: _____
 Name of School Head: _____

Please check appropriate response per item upon review of LCP. The observed indicators that support the ICLeA Framework can be used as reference to rate the area of concern in the Division LCP Appraisal Tool for the Framework and Implementation Plan.

Commit	90% and above – Exceeds Expectations	58% to 89% Meet Expectations	57% and Below – Below Expectations	Remarks
INTENT				
A. Continuity				
Stablish commitment of co-learning facilitators (community partners, volunteers, para teachers tutors, & parents)				
B. Engagement				
Stakeholders are made aware on their roles in the achievement of desired learning outcomes				
Teachers				
Parents/Guardians				
Co Learning Facilitators				
LGU				
Other Stakeholders				



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C. Achievement				
Set clear goals on learning outcomes				
Reading numeracy and all learning areas				
D. Support				
The school head assess and plan the direction of the school's target for quality learning				
Mechanisms are concrete for each learner based on their condition, status, characteristics and circumstances (Profile of learners)				
CONTENT				
Provision of copy of the MELC and PIVOT 4A BOW				
Conducted walkthrough of the MELC at the school level				
Mapped the MELC and its enabling competencies under the PIVOT 4A BOW				
LEARNING EXPERIENCE				
Accomplished Course 1 and 2				
Workload and arrangement of teachers including Teaching Related Activities established				
(Calendar of activities for curricular and special curricular program)				
Activities for Learning Plan Development and Quality				



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Assurance				
Learning Packet				
Lesson Exemplar				
Activity Sheets				
Weekly Home Learning Plan				
Establishment of LIBLIFE (learning Resource depository for on demand learning resources at the school level)				
ASSESSMENT				
Clearly defined mechanisms, procedures and tools for assessment included in the Assessment Plan and schedule (Reading, Numeracy, QSA)				
Plan and implement the use of Multimodal assessment strategies				
Use of PrBL (Project Based Learning)				
Use of MELC Based Assessment Tools				
Individual Monitoring of Learners Progress				
Learner's Portfolio				
Remediation and Intervention				
INSTRUCTIONAL SUPERVISION				
Instructional supervision with IS Plans and tools				
TA plan and Tools				



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Clearly defined SLAC Plan including LDM and Lesson Study				
Plan for Inventory and Quality assurance of learning resources and assessment tools included				
Monitoring teacher's performance				
Management and monitoring of instructional delivery by teachers and learning facilitators				

Overall Observation/ Remarks:

Recommendations and Agreement:

Name and Signature of Cluster Team Leader

Date: _____



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